

PROCUREMENT UNIT LEADER JOB AID

Position: Procurement Unit Leader

Section: Finance/Administration Section

Mission:

To provide for the administration of all financial services pertaining to purchases and contracts, and to maintain contract equipment time records

Duties:

- ☐ Report to the Finance/Administration Section Chief for briefing.
 - ☐ Arrange for emergency accounts and coding for service contracts and purchases.
 - ☐ Obtain Incident Procurement Plan.
 - ☐ Provide administration and finance forms and procedures for purchases and contract management.
 - ☐ Work with Logistics Section to determine immediate procurement of response equipment and supplies, aircraft, and boats.
 - ☐ Establish contracts with supply vendors as required.
 - ☐ Finalize contracts and agreements, and obtain signature from appropriate spending authority.
 - ☐ Interpret contracts/agreements and resolve disputes.
 - ☐ Liaise with Technical Specialist Unit regarding contracted services for specialists.
 - ☐ Keep records of purchases and contracts.
 - ☐ Coordinate cost data with cost unit leader.
 - ☐ Maintain unit logs (ICS Form 214).
-